

General Assessment Regulations for Taught Courses

1. Conduct of Students in Examinations

The College shall publish the expected conduct of students during examinations. Any breach of the published conduct shall be reported to the Board of Examiners who has the power to recommend that the matter be treated as an examination offence.

2. Language of Assessment

All assessments and answers will be in English.

3. Use of Source Materials

3.1 The Board of Examiners shall determine precisely which source materials candidates shall be permitted to introduce or which may be provided for the candidates in the examination room for written, practical or oral examinations. Such materials may not include dictionaries for the specific purpose of enabling students to overcome any deficiency in their command of the English language. No materials or devices other than those specifically authorised may be introduced into an examination room. Any unauthorised materials in the possession of a candidate on entry to the examination room shall be deposited immediately with an Invigilator or examiner.

3.2 Boards of Examiners shall determine at which examinations candidates shall be permitted to take into the examination room and use their own electronic calculators. Where the use of calculators is permitted:

(a) Only simple calculators of the hand-held type, quiet in operation and compact and with their own power supply are permitted. The use of prepared programs and stored information, tablets or mobile phones or any device capable of communication is not permitted.

(b) Candidates are responsible for ensuring that their machines are in working order, and for providing in advance for alternative means of calculating in the event of the calculator failing during the examination.

3.3 Any materials or devices (other than simple calculators) that are required for the examination will be supplied and controlled by the College.

3.4 Candidates for oral examinations that relate to major projects may take only a single copy of their project report into the examination unless the Award and Assessment regulations for the course specify otherwise.

4 Oral Examinations

4.1 Oral examinations shall be conducted by not less than two examiners acting together. A brief written record shall be kept of the key points of each oral examination.

4.2 External Examiners should never carry out marking of assessed work. External Examiners may observe oral examinations.

5. Examination Offences

5.1 Any case of alleged cheating or irregularities of a similar character, including plagiarism, will be governed by the Academic Misconduct Procedure.

5.2 Any unauthorised materials or devices introduced by a candidate into an examination room must upon request be surrendered to an Invigilator. Any aids so surrendered may be handed over by the Invigilator to the College which may make copies thereof in accordance with the Procedure for Academic Misconduct, and the original aids (together with all such copies) may be retained by the College at its absolute discretion.

- 5.3 Candidates shall not, unless expressly so authorised, pass any information from one to another during an examination, nor shall any candidate act in collusion with another candidate or other person or copy from another candidate or engage in any similar activity.
- 5.4 Any assessable work submitted by a candidate must be his/her own and any quotation from the published or unpublished works of other persons, or any summary or paraphrasing of them, must be duly acknowledged.

6. Special Examination Arrangements and Mitigating Circumstances

- 6.1 Special arrangements may be made for a candidate who is ill or otherwise disabled to take his/her examination, subject to the arrangements being jointly agreed by the Chair of the Board of Examiners and the Disability Officer. The Examinations Officer is permitted to approve routine and frequently occurring alternative arrangements
- 6.2 The Boards of Examiners may not take into account the personal mitigating circumstances of students in determining a result.
- 6.3 All candidates must present themselves at the examination. Failure to sit any part of an examination will be regarded as failure in that part of the examination.
- 6.4 A candidate unable to sit as a result of illness or other unavoidable cause, should present independent evidence to the relevant progress committee and seek a deferral of the sitting. Deferrals may only be granted prior to the examination.

7. Submission Deadlines for Essays, Reports and Dissertations

- 7.1 Essays, Reports and Dissertations must be submitted by the date, time and means specified.
- 7.2 Penalties for late submission will be applied according to the following requirements:
- Work that is submitted more than 72 hours late will be given a mark of 0
 - Work that is submitted 72 or fewer hours late will be subject to a reduction of 5 marks for up to 24 hours of lateness, 10 marks for up to 48 hours of lateness and 15 marks for up to 72 hours of lateness
 - The Assessment and Award regulations for the course will specify any maximum penalty that can be applied for a piece of work. Where there is no such specification, the minimum mark awarded will be zero.
- 7.3 Students unable to meet the deadline for medical reasons or unforeseeable, unmanageable or uncontrollable personal circumstances should seek an extension to the deadline from the year or course leader with accompanying medical or other independent evidence. Where the extension is sought after the deadline, good reason for the late request will be required.

8. Re-entry to Examinations

- 8.1 Re-entry to an Examination or any part of an Examination must be made at the next Examination (following failure at the first attempt or deferral) for which the candidate is eligible, unless the candidate has been permitted to interrupt his or her studies by a Progress Committee.
- 8.2 A candidate shall be examined under the relevant regulations for first sitting or resit according to whether it is the candidate's first or resit attempt.
- 8.3 A candidate sitting a further attempt following appeal shall be assessed according to the regulations for the resit.
- 8.4 A candidate taking an Examination shall be examined in accordance with the Regulations that are currently in force, unless s/he is studying a different curriculum to the main cohort of students.
- 8.5 Where a student is permitted to re-sit an Examination and to attend the next part of the course in

the meantime, this shall not be taken as implying that the student will be permitted to continue with the course if he or she does not pass the Examination on the next following occasion.

9. Degree Aegrotat

9.1 Where a candidate has completed the course of study prescribed for any awards except the BVetMed and FdSc Veterinary Nursing and (a) is absent through irrecoverable illness, or other causes judged sufficient by the Academic Board, from all or part of the final stages of examination, or (b) though present at that Examination considers that his or her performance has been adversely affected by the above reasons, an Aegrotat award may be recommended. The application for an Aegrotat award must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted to the Board of Examiners.

9.2 Where a candidate has completed up to the third year examination of the BVetMed (a) is absent through irrecoverable illness, or other causes judged sufficient by the Academic Board, from all or part of the final stages of examination, or (b) though present at that Examination considers that his or her performance has been adversely affected by the above reasons, an Aegrotat BSc Pre Clinical Veterinary Sciences may be recommended. The application for an Aegrotat award must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted to the Board of Examiners.

9.3 Where a candidate has completed the course prescribed for the FdSc Veterinary Nursing (a) is absent through irrecoverable illness, or other causes judged sufficient by the Academic Board, from all or part of the final stages of examination, or (b) though present at that Examination considers that his or her performance has been adversely affected by the above reasons, an Aegrotat FdSc Animal Welfare may be recommended. The application for an Aegrotat award must be accompanied by a medical certificate or other statement of the grounds on which it is made and must be submitted to the Board of Examiners.

9.4 In the circumstances described in 9.1, 9.2 or 9.3 above, the examiners, having considered the work which the candidate has submitted at the Examination or in such part of the Examination as the candidate has attended, if any, work submitted during the course of study, and an assessment provided by the candidate's teachers, will determine whether evidence has been shown to their satisfaction that, had the candidate completed the Examination in normal circumstances, he/she would clearly have reached a standard which would have qualified him/her for the award.

9.5 Where the examiners are so satisfied the candidate will be informed that he/she is eligible for the award of an Aegrotat degree, and if so, that he/she may either:

(a) accept the Aegrotat award;

or

(b) not accept, but (re)take the assessments on the next occasion with a view to completing the requirements for the award.

9.6 A candidate who under 9.5 has accepted the award of an Aegrotat award will not be eligible thereafter to re-enter for the Examination for a classified degree.

9.7 A candidate who under 9.5 above has been informed that he/she is eligible for the award but chooses b) to complete the requirements will relinquish his/her eligibility for an aegrotat award.

9.8 Aegrotat awards will be awarded without class.

10 Publication of Results and Conferment of Awards

10.1 Marks are the property of the College.

10.2 The overall results of a course or stage/year of a course are confidential until the official results document, authorised by the Chairman of the Board of Examiners, has been signed.

10.3 Following signature of the Board of Examiners' results list the results shall be released to students.

10.4 Any information which is sent to candidates advising them of their marks under 10.3 shall contain a statement along the lines of the following:

the marks shown in this document are provided for the personal information of the candidate. The marks shown here are provisional and still subject to confirmation on behalf of the Academic Board of the Royal Veterinary College

10.5 Following the meeting of the Board of Examiners at which the overall results have been agreed, a pass list showing awards made shall be checked by officers to confirm that

(i) the awards were agreed by a Board of Examiners constituted and operated according to the requirements of the Academic Board and

(ii) that the list is accurate.

The list will then be signed by the Academic Registrar and then, where relevant, submitted to the University of London. The date that the pass list is signed by the Academic Registrar shall be the date of conferment.

10.6 Where an assessment or examination takes place more than six weeks before a meeting of the Board of Examiners, the marks for that assessment or examination must be made available to students following completion of the marking arrangements and confirmation that the marks are suitable for release from the Course Director or Year Leader.

10.7 Any document which is sent to candidates advising them of their marks under 10.6 shall contain a statement along the lines of the following:

the marks shown in this document are provided for the personal information of the candidate. The marks shown here are provisional and still subject to confirmation by the Board of Examiners.

10.8 Under no circumstances may candidates' marks or results be given to any third party, except for the purpose of assessing applications for further qualifications, or for the purposes of credit transfer.

10.9 All results sent to individual student shall be sent by a secure electronic route

10.10 Any results that are published as a list for a whole cohort shall be published using candidate number and not the student's name

11. Retention of Materials

11.1 All examination scripts and other items of assessed work are the property of the College. Items of assessed work contributing to a summative coursework mark (including casebooks and research projects), other than MCQs and spot test questions, will be returned to students in order to give them feedback on their performance. However, such coursework must be retained safely by candidates and produced on demand if required by the External Examiners. Where the submission deadline is shortly before the examination, such work will be returned after the examination.

11.2 Scripts shall be archived and retained according to the national JISC guidelines for retention of records.

Author:	Academic Registrar
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